

# SAXTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 21 September 2010  
at Saxtead School of Dance at 21:00 hours

## Present

George Cullingford (Chairman), Kate Hoare, Lisa Handley, Barry Mallion and Tony Hutt (Clerk).

## ACTION

1. **Apologies**  
Graham Ward, Kevin Davis, Robert Watts, Winter Rose (SCDC), Colin Walker (SCDC), Louisa Yorke (parishioner).
2. **Declarations of Interest**  
No declarations of interest were received.
3. **Confirmation of Minutes**  
Councillors confirmed the minutes of the meeting held on 5 May 2010 (AGM) and 10 August 2010 (Planning) without amendment.
4. **Public forum**  
There were no representatives present, no reports received and no members of the public present. It was felt that holding meetings at 9pm did not encourage attendance, but there is no alternative meeting place available and during term-time they cannot start earlier.
5. **Matters of Report**
  - a **Clerk's Report**

Bank accounts: the Clerk was dealing with change of address details for the four bank accounts and missing statements. It was not certain whether there were two or three signatories for these accounts. Councillors **agreed** that there should be three signatories for each: George Cullingford, Kevin Davis and Graham Ward (any two to sign). The Clerk would find out the situation and get the forms signed accordingly.

Website ([www.saxtead.suffolk.gov.uk](http://www.saxtead.suffolk.gov.uk)): contact details have been updated. The Parish Council page now includes all the minutes not added since the previous clerk took over; current planning applications have been updated; agendas added. Useful Information includes revised bus services (needs revising slightly) and updated MP details. The Church page now includes details of the church with links to other websites for services, history, photos, etc. The OneSuffolk system will be updated this year to a new content management system but he was not sure what that involves yet. The Suffolk Infolink entry for Saxtead Parish Council was also updated.

Communications: the meeting was advertised in the Parish Magazine, though unfortunately it was stated as Wednesday and not Tuesday. Also new contact details were included. The agenda was also emailed to some parishioners who attended the Annual Parish Meeting on 14 April 2009 and provided their email addresses. The email address [pc@saxtead.suffolk.gov.uk](mailto:pc@saxtead.suffolk.gov.uk) has now been redirected to the Clerk's email address.
  - b **Confirmation of Appointment of New Clerk**  
Tony Hutt was confirmed as Clerk to the Council and Responsible Finance Officer.
  - c **Resurfacing & Verges on The Green**  
From Annual Parish Council Meeting, 5/5/10 item 6: *Chairman would speak to Peter Smith.* This has been done.
  - d **Dog Bin for The Green** (Meeting 13/3/10 item 5)  
Now invoiced and paid.
  - e **Cutting Back of Vegetation on The Green**  
Dealt with under item 5m below

Clerk

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f Blocked Ditch on one side of The Green

Dealt with under item 5m below. See correspondence item 58.

g SCC Flood Survey

From Annual Parish Council Meeting, 5/5/10 item 6: *Cllr Watts was not present to confirm whether this had been completed.* Cllr Watts not present, nothing heard.

Cllr Watts

h Adoption of Red BT Kiosk (Meeting, 5/5/10 item 6)

The kiosk was not adopted and will be taken away.

i Road Safety (Meeting, 5/5/10 item 6)

There was a serious accident at the B1119/A1120 crossing at Saxtead Green on 8th September. There have been no road markings for several weeks. The Parish Council had previously tried to get the short road on the east side of the triangle closed, so that traffic heading north from B1119 across A1120 would need to turn right and then left, but were told this could not be closed and that there no statistics that including a fatality. The Clerk was asked to write to Highways Dept asking that after yet another accident, could the markings be positioned so that vehicles had to approach the A1120 at a more perpendicular angle, reducing the tendency to go straight across. A shrub in the middle of the green tended to reduce visibility. Vegetation was being kept trimmed as far as possible.

Clerk

Cllr Hoare walks regularly from Saxtead to Framlingham along the B1119 with a double buggy and finds the lack of pavement a hazard.

j Grass Cutting (Meeting, 5/5/10 item 6)

The Chairman reported that this was going well.

k Litter pick, 9/5/10 (Meeting, 5/5/10 item 12)

The Chairman reported that the litter pick went very well.

l Consultation, Local Referendums to Veto Excessive Council Tax Increases (Meeting 10/8/10 item 6)

See correspondence items 56, 59, 67, 81, 86, 100. The response from SALC (100) was circulated along with most others. The Clerk reported that this was proving to be a contentious proposal because of the unreasonably short timescale for consultation (the deadline for consultation had already passed) and many felt it was unworkable and counterproductive for small councils.

m Saxtead Green, meeting requested by SWT

See correspondence items 84, 88, 94. Susan Stone, Conservation Advisor for Suffolk Wildlife Trust had written to the Chairman (88) about management of the green following some enquiries they had received and suggesting a meeting of interested parties to clarify ownership and management responsibilities, to look at the wildlife interest, current/future use of the green, resources available and to encourage community involvement and interest in the green. She also commended the parish on the appearance of the green and its management by traditional hay-cutting. A community action pack was available which the Clerk would obtain.

Clerk

Louisa Yorke had contacted the Clerk (94) about her interest in starting a Saxtead community wildlife group; she had contacted SWT and commended the Suffolk Biodiversity Partnership ([www.suffolkbiodiversity.org/parish-councils.html](http://www.suffolkbiodiversity.org/parish-councils.html)). Suffolk may be eligible to join the Natural England "Higher Level Stewardship" scheme. She offered assistance on a regular basis.

The Council **agreed** to holding a meeting and to setting up a working party with participation ideally from SWT, SCDC (the managers of the green), Pembroke College (owners of most of the green; a small strip alongside A1120 opposite the Mill is owned

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by SCC), the Parish Council and interested parishioners. Councillor Hoare would contact Ms Yorke and look at getting the working party going. It was believed that Peter Smith retired from SCDC as ranger [*Peter Ross has taken over*]

Cllr Hoare

The Clerk was asked to circulate the letter from Susan Stone to Councillors.

Clerk

*Councillor Hoare left the meeting at 10.26pm.*

6. **Emergency Planning** (Suffolk Emergency Planning, correspondence item 16, 5/5/10)

There was nothing further to report.

7. **Planning applications and notifications**

The following determinations were noted:-

C10/0876 Tavern Cottage, Chapel Road - erection of gate. Application withdrawn, no further action. (12/5/10)

C10/1129 Manor Farm, The Green - permission granted for erection of summer house, fort, swing and zip wire. No conditions imposed. (Correspondence item 5, 29/4/10)

C10/00058/TCA Black Cat Cottage, The Green - reduce crown of ash tree by 30%. Initial consultation received (correspondence item 6, 14/5/10). SCDC notified no objection (16/6/10),

C10/00090/TCA Black Cat Cottage, The Green - initial consultation, to fell ash tree to east of property next to building plot (correspondence items 30 and 31, 16/7/10). Linked to C09/1253, C08/2081. Deadline 25/8/10. No comments sent, after consultation with chairman. (16/7/10). SCDC notified no objection (correspondence item 78, 28/8/10).

Planning applications received by the date of the meeting

None

Any other planning matters

Schedule of play space in Saxtead (correspondence items 13/14/15): there was no play equipment (apart from goal post and net).

SCDC Interim Planning Policy (correspondence item 17): noted.

SCDC Planning, Review of Properties on the Register of Historic Buildings at Risk (correspondence item 78): there were no known buildings at risk.

The Clerk was now receiving weekly planning lists from SCDC by email (from 19/08/2010).

8. **Correspondence**

A list of correspondence items was provided at the meeting. The following items were discussed:

16 Allotment provision There were no allotments and currently no demand.

Two further correspondence items were discussed:

Hedgerow survey: Guy Ackers (Chairman of Suffolk Hedgerow survey) had enquired by email to the Chairman on the progress of the survey, which had to the end of 2011 to run. Joy Hale had met Ann Westover (SCDC tree officer) and could not take on the task for Saxtead; she was going to ask a lady from Dennington if she would be able to take on this project. If she is not able this may be another item for the working party.

Letter from Jean Vincent to Chairman, 19 September: she has moved from Earl Soham to Blue Shutters, The Green, in November 2009. Next to her property, behind the noticeboard is part of the Green which was not cut along with the rest of the Green and is overgrown by nettles and brambles. The area around the letterbox and waste bin is also overgrown. Peter Smith (SCDC, see item 5 above) looked at the site; five willow saplings and some weeds were cut but vegetation needed to be tackled, perhaps by some volunteers. She suggested enlarging the pond by removing weeds and offered yellow water iris plants or seeds for the area.

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It was not clear who owned the brick wall on the Green. The pond may be a safety hazard. The Clerk was asked to copy Mr Vincent's letter to Cllr Hoare and Peter Smith's successor and inform Ms Vincent.

Clerk

### 9. Financial matters and payments due

#### Report:

The Clerk reported that:

- The Council had a balance of £ 1,495.97 in its current account after adjustments for un-presented cheques and debts that have not yet been invoiced.
- The Council's deposit account had a balance of £ 294.19
- The Amenities Fund Account had a balance of £ 843.96 (Saver account).
- There is also a current account for the Saxtead Amenities Fund which showed a balance of £ 256.07 in April 2009, which the clerk will investigate. The last statement was 3 Apr 2009 (No.53).
- Change of address details have been requested for the bank accounts
- It was uncertain whether there were two or three signatories for the accounts. The Clerk advised having three signatories. It was **agreed** that there would be three signatories for each of the four accounts: Cllr Cullingford, Cllr Davis and Cllr Ward (any two to sign). The Clerk would find out if this was the case, or if not get the appropriate forms signed.

Clerk

#### Payments

Payment of New Invoices The council unanimously approved payment of the following invoices:

• SC Services Ltd: Supply & Installation of Green Fido Bin	£ 205.63
• Saxtead School of Dance for room hire on 14 April 2010	£ 12.00
• Saxtead School of Dance for room hire on 5 May 2010	£ 12.00
• Heelis & Lodge: Internal audit for year ending 31 mar 2010	£ 35.00
• DJ Perry: Clerk's salary & expenses 1 April 2010-9 July 2010	£ 206.90
• Suffolk ACRE Services: Zurich Insurance Renewal	£ <u>177.22</u>
• <b>Total</b>	<b>£ 648.75</b>

#### Annual Audit

The audit report had been received from Heelis and Lodge (13/6/10). There were two recommendations:

1. Both signatories to sign cheque stubs
2. Adopt Financial Regulations and Standing Orders.

The Clerk would get sure cheque stubs were initialled according in future, and circulate the model Financial Regulations and Standing Orders for the next meeting to be an agenda item.

Clerk

One of the internal audit checks is that PAYE and NIC are in place where necessary, compliance with IR procedures and records relating to contracts of employment. The Clerk would circulate some information on this.

Clerk

The conclusion of external audit from BDO was awaited. The Clerk had received a query from BDO on the Annual Return at a cost of £25+VAT, despite the previous clerk's explanation, of the difference being due to un-presented cheques. BDO agreed to the form being returned without an extra Council meeting or counter-signatures, which would normally be necessary.

### 10. Urgent matters & matters of information

The Clerk had paid the invoice for SC Services Ltd above prior to authorisation, following receipt of a reminder and consultation with the Chairman.

The Audit Annual return was amended and returned to BDO (see item 9 above).

A letter had been received by the Chairman about Leiston and District Citizens

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Advice Bureau, which would be discussed at the next meeting.

### 11. Next Meeting

Dates of future meetings were agreed as follows, all at the Saxtead School of Dance:

- Tuesday 7 December 2010 at 7.30pm
- Tuesday 22 February 2011 at 8.30pm\*
- Tuesday 29 March 2011 at 9pm
- Wednesday 27 April 2011 at 9pm (Annual Parish Meeting)
- Tuesday 31 May 2011 at 8.30pm\* (Annual Parish Council Meeting)

*\*Times fixed after consultation with the School of Dance*

The next Council meeting will be on Tuesday 7 December 2010 at 7.30pm. Meetings are held in school holidays where possible to allow an earlier start time, and the Clerk pointed out that the council needed to hold only four meetings a year (Annual Parish Council Meeting and three others), so one of the planned meetings may not be necessary; this is in addition to the Annual Parish Meeting.

Meeting closed at 22:47

DRAFT